



Town of Fort Myers Beach

**Town Manager's Weekly Report
June 12, 2015 through June 18, 2015**

Note: The following group of departmental reports covers the period from Friday of the preceding week through Thursday of the current week. These reports provide a brief summary of departmental activities most often related to issues or actions of specific interest. It is not, nor is it intended to be a detailed or exhaustive list of every activity happening within our Town. This is provided to the Mayor and Council in order to help them remain better informed. In turn, the Council has asked staff to post the reports on the Town's website for the benefit of our residents and businesses.

Department of Community Development (DCD) Events

Submitted by Permit Coordinator:

<u>Building Department Activity</u>	<u>Fri 6/12/2015</u>	<u>to</u>	<u>Thurs 06/18/2015</u>
	<u>This Week</u>		<u>Fiscal Year to Date</u>
New Applications	69		1,930
Resubmittals/Revisions	12		539
Permits Issued	68		1,825
Permits Approved	8		
Applications Reviewed & Approved	76		
Outstanding Reviews	16		
Inspections Performed	131		4,904
Permits Finaled	35		1,350
Contractor Registrations/Renewals	11		406
Plan Reviews by Comm. Dev.	180		6,071

Memorandum

To: Don Stilwell, Town Manager
From: Alison Giesen, Museum Director
Date: June 12, 2015
RE: Weekly Report June 12 – June 18, 2015

MOUND HOUSE PROGRAMMING AND OUTREACH

- Florida Humanities Council tour for educators scheduled for June 17th at 9:30am.
- Edison Sailing Camp using the Mound House to conduct classes the week of June 15th.
- Mound House to host History Roundtable in June 30th at 2:30pm- invitations sent out.
- Staff met with staff from the National Association for Interpretation on June 10th about future programming and training for staff and volunteers.
- Staff working with teachers from Beach Elementary on future collaborative programs, in service programs for educators and outreach programs that pertain to math, science, environmental education and social studies.
- Working with the Florida Humanities Council to create a workshop in 2016 for educators to earn professional development credit hours.
- Working with community members and Cypress Lake High School on an arts programs for next school year.
- Mound House Tours- Tues., Wed., and Saturday from 10am until 1:30pm.
- Beach Walk on Wednesday at Newton Park.
- Continuing to develop new cultural and environmental educational programs for both adults and children to enhance the interpretation of the new museum exhibits.
- Contacting local public, private and homeschool groups to assess their programming needs for 2016 school year. Creating new programming and brainstorming how to market them to these groups.
- Working with staff at Randell Research Center on future collaborative programming.
- Staff working on new programming to increase revenue.
- Volunteer manual being updated to include new programming for visitors.
- Staff met with Caloosa Carvers on Tuesday, June 9th about items they are creating for the museum store, exhibit display and educational outreach programs.
- Volunteer meeting date set to June 23rd at 9am.

MOUND HOUSE MUSEUM AND EXHIBITS

- Worked with SEARCH on June 1st through June 12th to install exhibit panels in the house. Panels are installed- now exhibit cases to be customized and interactive

components to be installed. Contacted ADM Two exhibits for custom cases to be built.

- Working with graphic designer – on site June 8th on priorities of signage (way finding and interpretive) to be completed for site before opening. Defined list- interpretive panel for period room, way finding signs, museums admission sign for store.
- New entrance sign installed on June 11th.
- Estuary Panels in final draft stage- to be submitted to Fossil for fabrication on June 15th.
- Finalizing artifacts and creating interpretive label copy for exhibit cases- on going.
- Received artifacts from the Florida Museum of Natural History.
- 1909 Period Room Chandelier to be installed in house and interpretive panels designed- historically accurate window coverings to be purchased.
- Orientation video storyline being development. 4rd draft of script is being reviewed and edited. Audio track recorded- DHR reviewed script with no changes.
- Underground exhibit- State Historic Preservation Office and engineer site visit on April 3rd to discuss recommendations. Next stage- secure grant funding and get letter of approval from Division of Historic Resources as per Florida Communities Trust. Ongoing. SEARCH cleaned up the exhibit June 4th – June 8th.
- AV equipment for orientation room being selected- contractor visited on June 11th for last quote for equipment.
- Museum Store development- meeting with vendors to select products, contacting other museums to research what they sell. Merchandise being selected.
- Accounts being set up with vendors to supply products for the museum store. Products being researched form other organizations.
- POS system being selected- staff attended training on June 11th.
- Concrete flooring of kitchen (Museum Store) will be cleaned and sealed on Tuesday, June 16th and 18th.
- Started selecting the store fixtures- fixtures to be purchased and installed the week of June 22nd.
- Creating a list of items to be completed for the site before Grand Opening.
- Creating a VIP Guest list for Grand Opening. Need to set a date for fall.
- Developing a list of events to be held for the Grand Opening and throughout the year.
- New AC unit to be installed in tutor style kitchen and all AC units to be maintenance in Mound House. Selected AC contractor work scheduled in June.
- Researching appropriate window coverings for the Case House.
- All risk assessment items to be completed before opening.
- Exterior interpretive signage being designed for site- meeting with FRINA Designs and SEARCH on Monday, June 8th.
- Museum kiosk component to be developed further. These are up and running as of June 5th.

- Underground exhibit panels and exterior signs to be designed and developed for a self-guided experience.

OTHER

- Historical Landscape maintenance- ongoing- finding replacements for lilies and other areas that need plantings. Researching the Mound House Landscape Plan. Staff meeting with the landscape company to get bids. Met with one company May 20th to get estimate-
- Observation Pier completed- ordered sign - in process.
- Researching faster internet service options- in process.
- Addressing logistics for site- in process- parking/ entrance/ signage/ admission/ storage.
- New fee schedule for Mound House. (Membership, museum admission, kayak tours, rental fees and programming fees) has been submitted to Town Council at June 15th meeting for approval.
- Business plan being developed- ongoing. (Museum Master Plan and Strategic Planning)
- Marketing plan being developed- ongoing.
- Acquiring estimates for new rack cards to market the Mound House.
- 216 Connecticut Street lot-updating existing Master Concept Plan- completed- rezoning of lot to be presented to LPA at July meeting. Filling out the necessary paperwork with Lead Planner of Communities Development to complete this process.
- Bench locations selected for site-next step to contact company for samples and estimate for delivery and installation. Sample and final pricing on delivery to be requested the week of June 15th.
- Exterior site lighting plan to be reviewed and updated.
- Working on FY2015-2016 budget- 1st draft completed- working on 2nd draft.
- Director working with the Friends of the Mound House on fundraising events for season 2016. Event set for November.
- Planning TDC projects for the rest of the FY for Mound House- pathways, landscape, signage, site lighting, ADA accessibility, restroom repairs, and kayak launch improvements.
- Fire inspection items completed to pass the annual inspection for the site. Met with two contractors to complete items.
- CELCAB agenda created for June 25th meeting.
- Completed Inventory and Surplus list for finance-
- Selected new termite contractor and pest control for FY 2016-2017.
- Repairs made to office building AC- repairs under warranty.

Memorandum

To: Don Stilwell, Town Manager
From: Paul Rapp, Recreation Coordinator
Date: June 19th, 2015.
RE: Weekly Report June 13th-June 19th.

ATHLETICS:

- Open roller hockey nights started this week. Tuesday nights for adults and Friday nights for kids under 18.
- Pilates will start soon at Newton Park on Mondays and Wednesdays at 9am.

YOUTH:

- Summer Camp started this week with just under 50 participants.
- Summer Camp took a field trip to the Imaginarium on Wednesday, June 17th.
- There was a teen trip to Key Largo on Wednesday, June 17th.

SPECIAL EVENTS:

- Movies in the Park starts Friday, June 18th with the movie Kicking and Screaming playing at Bay Oaks.

SENIORS:

- There was a kayak trip to Koreshan Park on Thursday, June 18th with 8 participants.
- There is an Out to Lunch Bunch trip Wednesday, June 24th to Brio's Tuscan Grille.

AQUATICS:

- The kid pool splash features will be open this weekend with the new pump being installed this week.

To: Don Stilwell
From: Public Works
Date: 6/12-6/18
Weekly Report

- Attended Department Director meeting.
- Attended Town Council Meeting.
- Attended Town Hall Remodel Meeting.
- Met with contractor for Delmar Observation Deck.
- Met with Phase I Utility Contractor and Information Officer.
- Met with Admin. Services and PW Directors to discuss Mooring Field management.
- Met MRTF Chair and Principal Planner to discuss proposed beach vehicle ordinance changes.
- Coordinated with the Fish and Wildlife Conservation Commission on mapping the boundaries of the Little Estero Critical Wildlife Area.
- Conducted Sea Turtle Lighting Enforcement. Found 13 additional violations.
- Continued coordination and management of several PW projects including Delmar Ave., Mound House Pier, Bay Oaks jogging trail, and the Dinghy Dock.
- Attended Anchorage Advisory Committee as staff liaison.
- Continued monitoring of red drift algae stranding including outreach to media. Amount of algae washing onto the beach appears to be diminishing.
- Update Town road map.
- Update FMB map templates.
- Right-of-Way map for Molly.
- Beach easement research & edits for Lee County.
- Post GIS database admin.
- Post GIS database Replication Script from ArcGIS.
- Received quotes for insulation at North Tower.
- Investigate tools to automatically create new road centerline from pavement edges.
- Reception desk coverage as needed.
- Prepared invoices for signatures with submittal to Finance for payment.
- Recorded daily maintenance logs.
- Recorded Trash Tracker information.
- Issued beach access parking passes.
- Laminated four signs for Coconut dock closure.
- Accepted parking violation payments.
- Issuing Re-entry passes and recording information into spreadsheet on-going.
- Preparation, scanning, and documentation of files for archiving ongoing.
- Contacted vendors regarding invoicing issues.
- Wrote 221 parking citations.
- Wrote 107 paid citations.
- Had 275 interactions with people.
- Issued 10 dog-on-leash warnings.
- Issued 57 bottle warnings.
- Issued 4 Live Shell warnings.
- Assisted LCSD with 2 missing children who we located.
- Locked MH doors 7 days.

- Provided pay station maintenance.
- Provided meter maintenance.
- Rescued 1 bird.
- Have been planting new vegetation on North Estero.
- Closed Coconut St. bayside dock for safety reasons.
- 4 employees attended chemical spill training.
- Have been handling storm water issues, storm pipe breaks, etc.
- Washed and stained the concrete floor of the MH Gift Shop
- Conducted multiple DSH inspection and building permit reviews.

“reFRESH Fort Myers Beach waterlines”

Project Progress update as of June 18, 2015

The replacement of existing water mains with a new, more efficient water main system and the storm water system program ***“reFRESH Fort Myers Beach waterlines”*** is in its Phase 1B. Phase 1B of the program includes streets in the Basin Based Neighborhood. The project is proceeding per schedule.

Following tasks were performed this week:

- Began installation of service lines, meters, and meter boxes on Lagoon, Sea Horse, Sand Dollar, and Tarpon. Anticipated completion of hookups for week of July 6th, 2015.
- Inlet cleaning completed. All inlets located within the Basin Based Neighborhood were cleaned and inspected.

Upcoming tasks for following week:

WEEK OF 06/21/15

- Continued installation of services on Buccaneer Dr., Starfish Rd., Lagoon Rd., Seahorse Ln., Sand Dollar Dr., Tarpon Rd., and Redfish Rd.
- Restoration of paving areas on Ohio, Carolina, Chapel, Otsego, and Mango.
- Work on paving punch list items.

Memorandum

To: Don Stilwell, Town Manager
From: Michelle Mayher, Town Clerk
Date: June 18, 2015
Re: Departmental Report

From the Clerk's Office

The front desk reception greeted 206 guests: 25 with General Inquiries, 25 with Re-Entry Pass Applications, 26 for Community Development, 81 for Building Services, 46 for Public Works and 3 for Parks & Recreation.

Directed 445 phone calls: 88 for General Information and 14 for Re-Entry Pass Process, 92 for Community Development, 148 for Building Services, 92 for Public Works and 11 for Parks & Recreation.

From the Contracts Manager's Desk:

- Ongoing review of Ordinance 07-01 (Purchasing Manual) with Admin Services Director
- Florida Dept. of Transportation – Traffic Signal Maintenance & Compensation Agreement – sent to State, waiting on final signature.
- Submerged Lands Lease – Mound House – scheduled for approval at June 15 Council meeting.
- ITB-15-08-PR Bay Oak Recreational Campus Gymnasium Floor Replacement – out for bids. Brought before Town Council May 4. Waiting on signed contract and construction bond (waiting on permits).
- ITB-15-31-PW Delmar Avenue Observation Deck – opened bids June 11. Under evaluation.
- ITB-15-27-PW Gulf Beach Road Bay Access Improvements – out for bid. Bids due June 30, 2015.
- RFP-15-29-AD Request for Proposals for Legal / Attorney Services – under evaluation.
- RFP-15-XX-PW Researching / Preparing RFP for informational booth in Times Square for release in early July 2015.
- SPA-15-17-PW Fusion Welding – Town Hall remodel – complete.
- Peoples Gas – Estero Blvd project – waiting on final signature.
- Ricoh – negotiating maintenance contract on older copier.

On June 15, 2015, the Town Council appointed Bruce Butcher to serve as the Town's representative to the Lee MPO's Citizens Advisory Committee.

Committee	Last name	First name	Term Expiration
AAC	Beasley	Robert	expires October 2016
AAC	Holmes	Gregory	expires October 2015
AAC	Lawwill	Ted	expires October 2016
AAC	Light	Katherine	expires October 2016

AAC	Lurie	Sam	expires October 2016
AAC	Kubicek	William	expires October 2015
AAC	Vacant (Trantina)		expires October 2015
Audit	Cote	Richard	expires October 2017
Audit	Hughes	Daniel	expires October 2017
Audit	Lombard	Edward	expires October 2015
Audit	Rodwell	James	expires October 2015
Audit	Steele	James	expires October 2015
BORCAB	Bodnar	Becky	expires October 2016
BORCAB	Myers	Tom	expires October 2015
BORCAB	Anderson	David	expires October 2015
BORCAB	Holmes	Janna	expires October 2016
BORCAB	Simpson	Betty	expires October 2016
BORCAB	Sprole	Rae	expires October 2015
BORCAB	Monahan	Denise	expires October 2015
CELCAB	Hill	Barbara	expires October 2016
CELCAB	Richardson	Cynthia	expires October 2015
CELCAB	Simpson	Betty	expires October 2016
CELCAB	Smith	Cherie	expires October 2016
CELCAB	Spuhler	Ceel	expires October 2016
CELCAB	Werner	Becky	expires October 2015
CELCAB	Wolf	Lorrie	expires October 2015
CRAB	Vacant (Carballo)		expires October 2015
CRAB	Greer	Miffie (Mary)	expires October 2016
CRAB	Condon	Cathryn (Corky)	expires October 2015
CRAB	Halladay	Elizabeth D.	expires October 2016
CRAB	Kemp	Bobbi	expires October 2015
CRAB	Mandel	Carla	expires October 2016
CRAB	Weeg	Keri Hendry	expires October 2016
LPA	Bodenhafer	Chuck	expires October 2015
LPA	Durrett	Al	expires October 2016
LPA	Kakatsch	John	expires October 2015
LPA	Plummer	Jane	expires October 2015
LPA	Shamp	Joanne	expires October 2016
LPA	Steele	James H.	expires October 2016
LPA	Zuba	Hank	expires October 2016
MRTF	Andre	Tree	expires October 2016

MRTF	Clark	Cheryl	expires October 2015	
MRTF	Denegre	Cristina	expires October 2016	
MRTF	Holmes	Gregory	expires October 2016	
MRTF	Thompson	Glen	expires October 2015	
MRTF	Veach	Bill	expires October 2015	
MRTF	Weeg	Keri Hendry	expires October 2016	
PSC	Butcher	Bruce	expires October 2016	
PSC	Durrett	Al	expires October 2016	
PSC	Veach	Bill	expires October 2016	
PSC	Scopel	Anthony	expires October 2015	
PSC	Fleming	Ron	expires October 2016	
PSC	Myers	Tom	expires October 2015	
PSC	Kakatsch	John	expires October 2015	
HAC Chair	Bassett	A J		
HAC	Kakatsch	John		
HAC	Plummer	Jane		
HAC	Santini	Fran		
HAC				
HAC	Shamp	Joanne		
HAC	Durrett	Al		
C AC	Butcher	Bruce		
Chrtr Rvw	Babcock	Tom		
Chrtr Rvw	Hughes	Daniel		
Chrtr Rvw	Parker	Dan		
Chrtr Rvw	Greer	Miffie (Mary)		
Chrtr Rvw	Light	Jay		

Memo

To: Don Stilwell, Town Manager

From: Maureen Rischitelli,
Director of Administrative Services

Date: June 18, 2015

Re: Weekly Activities

We worked on the following projects & activities for the week of June 12, 2015 to June 19, 2015

FINANCE

Draft of capital improvement inventory and capital improvement plan completed, updates to be added

Will continue to meet with Department Heads pertaining to budget updates

Awaiting Property Appraiser final valuation for July 1 TRIM Process

Auditor next year proposal executed – plan to meet in July as a preliminary for year end

Completed Audit Committee minutes

Assisted in DEP grant for Mooring field vessel

Developing inventory labeling system

HUMAN RESOURCES

Developing internship program with Florida Gulf Coast University

New Hires for Summer Program and Pool staff

INSURANCE

Continued monitoring of open claims

Forwarded Florida League map of roads to address better identification of County owned and Town owned.

PURCHASING

First draft revisions for purchasing manual with Amy to bring policy up to current standards

Review POS options – POS demonstrations being scheduled

Legal Services Bid Opening – preparing reference checks and interview schedule for Council in August

IN PROGRESS

Loan Options for Water System and Storm water Grants – Submitted Water to State Revolving Fund –

Processed Town Hall loan term sheet

Street Performers Update – will be on Council agenda in August

Mooring Field Analysis – review and proposed updates being prepared for consideration

Finalizing Special Event Permit – will be on Council agenda in August